



RESIDENTIAL ADDITIONS

No one brochure can answer every question. We hope that the information we offer will interest you and give you a springboard to proceed with your project.

INSPECTORS OFFICE HOURS

11-12 noon and 3 – 4 p.m. Monday through Friday
[781] 762-1240 extension 202

PLOT PLANS

As of June 1, 2005 “certified” plot plans and “as-built” plot plans shall be required as part of the permitting process. The “as-built” shall be submitted to the Building Inspector *before* the rough inspection can be signed off.

If you don’t have a “certified” plot plan in your records, you can:

- [1] check with the Building Department to see if we have a certified plot plan on file.
- [2] check with your bank or lending institution holding your mortgage to see if they have your certified plot plan in their records.
- [3] if all else fails, you’ll have to hire a land surveyor or engineer to survey your property.
[The Building Dept. has assembled a list of land surveyors as a resource tool for you. The list does not constitute a recommendation.]

ZONING COMPLIANCE

See attached of the Norwood Zoning Bylaw – Setback, Yard and Height Requirements.

CONTRACT

As of April 1, 2006 contractors shall be required to bring a copy of your contract with their building permit application – no exceptions. Failure to present a contract shall delay processing the application.

CROSS SECTION/FRAMING PLAN

A complete readable drawing or sketch showing a cross-section of how you will frame and insulate your project. This drawing would be brought in with your building permit application. The drawing would include the size, span, insulation values and any other pertinent information. If you are using trusses, steel beams or ridge boards in a cathedral ceiling – these plans must be stamped by your structural engineer before you present them to the Building Inspector.

SMOKE DETECTORS/CARBON MONOXIDE DETECTORS

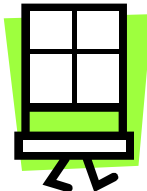
As of March 31, 2006 you have to install carbon monoxide alarms on every level of your home except for basements and attics that do not have habitable living spaces (i.e., family rooms, dens, etc.) in any residential property. For more information about the requirements of the law contact the Norwood Fire Department or visit the Massachusetts Department of Fire Services website at www.mass.gov/dfs.

Also, the 6th edition of the State Building Code requires that when one or more sleeping rooms are added or created in existing dwellings, the entire building shall be provided with smoke detectors designed and located by the Norwood Fire Department as required for new dwellings. Family rooms, particularly when a wood or coal stove is installed, should have smoke detectors.

EMERGENCY EGRESS FROM BEDROOMS

“Sleeping rooms shall have at least one openable window or exterior door approved for emergency egress or rescue in each such room. The units shall be operable from the inside to a full clear opening without the use of a key or tool. Emergency escape windows, under 780 CMR windows shall have a sill height of not more than 44 inches [44”] above the floor.

Minimum size: All emergency escape windows from sleeping rooms shall have a net clear opening of 3.3 square feet. The minimum height and width shall comply with the Massachusetts State Building Code.



YOUR CONTRACTOR

When you hire a contractor, he must possess a *State Construction Supervisors License* to get your building permit; otherwise you, the homeowner, would take full responsibility for the project and get the permit.

The contractor should show you their construction supervisors license and proof of their participation in the state's Home Improvement Registration program. *We strongly suggest that you send your builder in with the application and plans in the event any questions arise regarding construction details. Also, all licensed contractors should sign the building permit application form!* This makes them responsible for the work they are performing for you. Conversely, if you, the homeowner, sign the application form and there's a problem with the work – it will be you who will be responsible for seeing that the error is corrected. If a contractor signs the application, then the Building Department will deal directly with him to make any necessary corrections.

If you choose to use a contractor who is unlicensed and unregistered you must fill out the attached supplement to the building permit application. It is an affidavit whereby you acknowledge that when using an unlicensed and unregistered contractor by applying for the building permit yourself – you agree, in writing, that you do not have access to the arbitration program or guaranty fund.

CHECK A LICENSE OR REGISTRATION

Construction Supervisors License: (617) 727-8598 or (617) 727-3200

Home Improvement Contractors Registration: (617) 727-7532

CHECK FOR COMPLAINTS

Office of Consumer Affairs + Business Regulation: (617) 727-7780

Attorney General's Office: (617) 727-8400

The Better Business Bureau: (617) 426-9000

BUILDING PERMIT INSPECTION SEQUENCE

See attached resource tool for your use.



BUILDING PERMIT INSPECTION SEQUENCE

EXCAVATION/FOUNDATION/FOOTING/HOLE/TRENCH INSPECTION

- [1] When your excavation hole is finished, the contractor is to call the Building Inspector for an inspection. After the excavation is approved, the footing and/or foundation may be poured.

Before a foundation is backfilled the Building Inspector has to inspect the foundation waterproofing. Check your building card to confirm the inspection has been done and the work approved.

If a trench has been dug for wiring, the Wiring Inspector is required to inspect this trench *prior* to filling the trench. Your licensed electrician is required to call for this inspection. Check your building card to confirm the inspection has been done and the work approved.

ROUGH INSPECTIONS

- [2] Rough plumbing and/or gas inspections are requested by the plumber or gas fitter. He is to call the Plumbing and Gas Inspector when he is ready. Check your building card to confirm that the rough inspection has been done and the work approved.

Rough wiring inspections are requested by the electrician. He is to call the Wiring Inspector when he is ready. Check your building permit card to confirm that the inspection has been done and the work approved.

An “*as-built*” certified plot plan, if required, is to be submitted to the Building Inspector before a rough building inspection can occur.

Rough building inspection can be called in after completion of your rough wiring and rough plumbing inspection. Your contractor is to call for a rough framing inspection. After approval of your rough inspection, your contractor can apply the insulation and then call for an insulation inspection. Check your building card to confirm both inspections have been done and approved.

Now your sheetrock can be applied to cover both the framing and the insulation.

FINAL INSPECTIONS

- [3] Repeat the same sequence as done with the other inspections. Wiring Inspector is called by the licensed electrician for a final inspection of his work. Check your building card to confirm that the final inspection has been done and the work approved.

Plumbing and Gas Inspector is called by the licensed plumber/gas fitter for a final inspection of his work. Check your building card to confirm the final inspection has been done and the work approved. Fire Prevention Officer is called by the building contractor when the smoke detectors have been installed. He will make an on site inspection to approve the location and assure that they function properly. Check your building card to confirm this inspection has been done and the work approved. Building Inspector is the last person in the inspection process to do a final inspection. If approved, the Building Inspector will take the bottom portion of the card. You will then receive a certificate of occupancy in the mail from us.

No occupancy or use of an addition or area can occur until a certificate of occupancy is in your possession.